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Approved For Release 2002/05/01 : CIA-RDP84-00499R000600040146-6

Executive Registry

66-923

206

2 March 1966

MEMORANDUM FOR: Deputy Director for Intelligence
Deputy Director for Plans
Deputy Director for Science and Technology
Cable Secretary

SUBJECT : Agency Procedure for Handling Messages

1. The Director requested that an effort be made to standardize the procedures used for numbering and identifying Agency messages and that a review be made of the feasibility of showing times of transmission and receipt. He particularly desires that all Agency messages, regardless of the originating component, utilize a straightforward and singular system for identification and reference.

2. I have designated the Director of Communications to chair a group to study these procedures and to recommend improvements. Each addressee is invited to designate a representative to this group and to furnish his name to the Director of Communications by the close of business on 4 March.

3. The representatives should be completely knowledgeable of the various categories of messages processed in their Directorates and should be authorized to make changes necessary to achieve the Director's goal.



25X1A

L. K. White

Executive Director-Comptroller

cc: DCI
DD/S
D/CO

Memo for Record:

Gave my name to



Secretary at 1310, 2 Mar '66

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